

**NAVY ENVIRONMENTAL HEALTH CENTER
CHARTER FOR THE
INDUSTRIAL HYGIENE OFFICER
EXECUTIVE STEERING COMMITTEE**

PURPOSE

To advise, represent and support the Industrial Hygiene Officer (IHO, MSC subspecialty 230X/1861) community and the IHO Specialty Leader on matters relating to community issues, professional development, and the Navy's Total Force Health Protection readiness requirements for wartime, operational support, and sustainment.

SCOPE

Define current and evolving operational roles and missions of the IHO community; draft recommended doctrine to promote optimal support, as the force multiplier of choice, to the Navy/Marine Corps team; and draft recommended doctrine to define both elements of commonality of function across Services and elements of Service specialization inherent in meeting Service-unique requirements.

Review and evaluate billet grade structure, educational requirements, positional qualifications, and distribution to ensure that requirements for optimal support for enhanced Fleet/FMF readiness are well defined; develop justification documents to support proposed requirements changes, as well as other documentation required to request and support those changes needed to generate new authorizations.

Develop and define guidelines for professional development and career planning for the IHO community, to include (but not be limited to) program authorization and new accession criteria, guidance for selection boards, professional military education, continuing education, professional update training, and additional (sub-) specialization and/or cross-training.

RESPONSIBILITIES

Aggressively promote the Navy's Core Values of Honor, Courage and Commitment and the Industrial Hygiene profession's Joint Code of Ethics to integrate the responsibilities of Naval officer and Industrial Hygiene professional.

Meet as an Executive Steering Committee (ESC) at least twice yearly, with one of the meetings in conjunction with the annual Navy Environmental Health Center (NAVENVIRHLTHCEN) Workshop. At the Workshop, the ESC will hold a public meeting to report out to the IHO community and provide an annual report to the CO, NAVENVIRHLTHCEN.

Ensure two-way communication exists between the IHO-ESC and the IHO community.

Establish and support a mentoring program for IHOs; provide guidance for and support to both professional and career development efforts.

Appoint ad hoc boards, committees, teams, etc. as necessary to address specific items in greater detail.

Identify issues of concern to the IHO community, define the relevance and impact of the issues, and provide comments and recommendations to the appropriate authority.

Monitor issues raised by external bodies such as the IHO Specialty Leader and the NAVOSH Quality Council and its chartered boards and teams; as relevant, prepare background and analysis, provide comments and recommendations, or by any other appropriate means seek to influence decision processes affecting the IHO community.

SUPPORT PROVIDED

Administrative. Support for routine administrative and clerical functions (e.g., taking minutes, assembling and distributing drafts of minutes and other documents, coordinating meeting dates, locations and facilities) will be provided by NAVENVIRHLTHCEN. NAVENVIRHLTHCEN will provide an independent facilitator for the meetings.

Fiscal. Periodic meetings (see below) and routine functions of the IHO-ESC will be funded by NAVENVIRHLTHCEN.

STRUCTURE AND MEMBERSHIP

Composition. The IHO-ESC shall consist of representatives of the IHO community. Its' Chair will be selected from the membership of the IHO-ESC. A combination of five senior officers, commander and above, and four lieutenant commanders will constitute the core membership; *ex officio* members will include the Specialty Leader, Assistant Specialty Leader, Commanding Officer of NAVOSHENVTRACEN and the Director for Industrial Hygiene at NAVENVIRHLTHCEN (as the linking member to the sponsoring command). To ensure representation of additional perspectives, the Chair is responsible for selecting up to three junior officers who will also be seated as members *pro tempore* (without full voting rights). One junior officer will be permanent (for their current tour of duty) and two different junior officers will rotate each meeting.

Membership and Tenure. The need for fresh viewpoints and varied experience will be balanced with the need for continuity and stability. Membership term shall be two years. No member shall serve more than two terms consecutively. This does not apply to *ex officio* members. Any IHO may nominate themselves or others for ESC membership in writing to the current Chair. The ESC may also solicit and nominate candidates. The ESC will maintain a list of nominees and select candidate replacements when necessary. The members-select list will be submitted to the CO, NAVENVIRHLTHCEN for review and endorsement.

Attendance. Any member missing two consecutive meetings can be replaced by majority opinion.


Voting. Decisions made by the IHO-ESC will reflect the majority opinion. All members will stand for election at the end of each term.

Ad Hoc Attendees. Individuals with special expertise with regard to particular issues being evaluated by the IHO-ESC, or with knowledge or experience which would be of assistance in assessing the impact of proposed recommendations (*i.e.*, provide a reality check), may be invited to a particular meeting by the Chair of the IHO-ESC on the recommendation of any member of the ESC.

Reserve Members. In keeping with the Total Force concept, the Chair shall ensure that Reserve representation is solicited for every meeting. A special initiative will be undertaken to identify industrial hygienists in the Reserves, keep them informed and solicit their participation.

AUTHORIZATION

Reviewed on 12/19/00 Approved Disapproved



D. M. SACK
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